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HIV Health Services Planning Council
NEEDS ASSESSMENT CONTRACTOR MEETING

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ng Date: January 14th, 2002

ng Place: 25 Van Ness Ave., 5th Floor Conference Room

ng Time: 3:30pm - 5:10pm

nt: Eric Whitney (Council Coordinator); Laura Thomas (SF DPH – AIDS Office); Joseph A. Cecere (DPH); John Conley (San Mateo County – Health Services); Steven La France (LFA); Michael De Mayo (LFA); and Robert Owens (Council Admin. Asst. - Minutes).

one: Mitchell Cohen (LFA).

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ary 15th, 2002, 25 Van Ness, Room 330A, 4:30pm –6pm

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Meeting Date: January 14th, 2002

Meeting Place: 25 Van Ness Ave., 5th Floor Conference Room

Meeting Time: 3:30pm - 5:10pm

Present: Eric Whitney (Council Coordinator); Laura Thomas (SF DPH – AIDS Office); Joseph A. Cecere (DPH); John Conley (San Mateo County – Health Services); Steven La France (LFA); Michael De Mayo (LFA); and Robert Owens (Council Admin. Asst. - Minutes).

By Phone: Mitchell Cohen (LFA).

Next Meeting: Tuesday, January 15th, 2002, 25 Van Ness, Room 330A, 4:30pm –6pm

Introductions

Announcements

Michael De Mayo announced that the Marin County will not be participating in the Needs Assessment; San Francisco and San Mateo are the only counties participating, because Marin recently completed their own Needs Assessment.

Goals

Michael De Mayo reviewed the following goals for the meeting: review the report structure and review sample reports. Laura Thomas requested the following to be reviewed: demographics, population sub-categories, analysis and description of categories, what would be useful for the council, and layout population sub-categories.

Review of Sample Consent Form

The group discussed CO-MORBIDITIES, housing status and demographics, definition of homelessness, STD's, and multiple diagnoses. *Mitchell Cohen* discussed the break down of the HIV demographics, with and without symptoms questions, eligibility of CARE and the criteria for service, and access to health care concerning insurance and coverage issues. *The group* discussed income eligibility, relationship between information needed, survey questions, and the REGGIE system, and the analysis of types of coverage and outcomes of clients on CARE, medications, and adherence to a HIV drug cocktail. *The group* reviewed how PLWH/A individuals received information and education on HIV, how programs received funding, and what needs are being filled and where are the gaps in current HIV programs existing.

Review of Sample Analysis

The group discussed chart layouts, how data is to be presented, and the example of cost per unit of service. *Laura Thomas* requested that Transgender category be added to the

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demographics. *The group* discussed effectiveness of the survey, barriers in receiving services, ease of access to services, client satisfaction, and what services are available to PLWH/A individuals in San Francisco and San Mateo. *The group* reviewed what findings will be produced from the surveys and how will that information be used.

Review of Definition of CARE

Laura Thomas and the group discussed the definitions of out-of-care and delayed care for PLWH/A, ways of reporting the information, validating the data, how CARE services and HIV is defined, and increasing sample size from previous Needs Assessments. *Joseph Cecere and the group* discussed the administration of the survey, amount of time required to take the survey, reaching difficult populations, working with high and low functioning PLWH/A's, substance abuse issues, and mental health issues. *The group* discussed the PLWH/A's out-of-care and the HRSA definition of out-of-care. *Laura Thomas and the group* discussed reaching difficult populations, new immigrants, the undocumented population, over sampling African Americans, Latin Americans, and women, and the participation and co-operation of the providers. *See Attachment A.*

Adjournment